

**DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
PATUXENT RIVER, MARYLAND 20670-1139**



**PLAN OF THE WEEK
02 AUG 00 – 08 AUG 00**

**ALL ORDERS, INSTRUCTIONS AND ITEMS OF PERTINENT INTEREST SET FORTH
HEREIN WILL BE ANNOUNCED AT DEPARTMENT/DIVISION MEETINGS. ALL HANDS
ARE RESPONSIBLE FOR READING THE PLAN OF THE WEEK AND OBEYING APPLICABLE ORDERS.**

COMMANDER:	VADM J. W. DYER
VICE COMMANDER:	RADM J. A. COOK
COMMAND MASTER CHIEF:	AWCM(AW) J. CONNOR, 7-7985
COMMAND CAREER COUNSELOR:	AK1 MONTGOMERY, 7-6873
DRUG AND ALCOHOL ADVISOR:	PNC(SW) DUMAIS, 2-6810
OMBUDSMAN:	MRS. REBECCA CONNOR, (301) 863-1827
SECURITY MANAGER:	MR. M. H. BUSIC, 7-6921
COMMAND MANAGED EQUAL OPPORTUNITY OFFICER:	LCDR K. J. GARBE, 2-2683
NAVAIR DUTY PHONE NUMBER:	(PAGER) (301)872-7286/CELL PHONE (301)904-2080
NAVAIR INSPECTOR GENERAL HOTLINE:	(301) 757-1168
NAVY FRAUD, WASTE, AND ABUSE HOTLINE:	1-800-522-2451
NAVY SEXUAL HARASSMENT ADVICE LINE:	1-800-253-0931
NAS PATUXENT RIVER, FRAUD, WASTE AND ABUSE HOTLINE:	1-800-342-7516
NAVAIR MILITARY SUPPORT SERVICES WEB SITE:	NEW SITE UNDER CONSTRUCTION
BUPERS HOME PAGE:	<u>WWW.BUPERS.NAVY.MIL</u>

CARRY OUT DAILY ROUTINE WITH THE FOLLOWING ADDITIONS AND/OR DELETIONS

PSD CLOSURE NOTICE. PSD will be securing at 1200 on 4 August 2000 for their annual picnic.

NAVADMIN 167/00 REVISED THE REQUIREMENT FOR COMMENTS IN PERFORMANCE EVALUATIONS ON RETENTION EFFORTS. There has always been a requirement for Comments on retention efforts and quality of results in FITREPS on Commanding officers and other officers with the responsibility for enlisted personnel. However, retention is a chain-of-command effort, and comments on these efforts also need to be made in FITREPS/EVALS of enlisted personnel in positions of responsibility. Therefore, the Navy Performance Evaluation and Counseling Manual has been changed to read: "In reports on commanding officers, officers, chief petty officers, and leading petty officers, who are responsible for officer and enlisted personnel, comment on efforts and quality of results in fostering a command and workplace environment conducive to the improvement of personnel retention. Consider contribution to personnel advancement, increased educational opportunities, overall career development, and results of retention excellence award programs. Where appropriate, comment specifically on successful efforts in the retention of junior officers and enlisted."

PAPERLESS LEAVE AND EARNINGS FROM DFAS. In a move to save printing and postage costs, the Defense Department announced E-LES, the electronic leave and earnings statements initiative due to be implemented this September. Initially, DOD civilians and active duty and reserve Marines will be able to view and print their leave and earnings statements through the Employee/Member Self Service (E/MSS). Army, Navy, and Air Force personnel will be added to the E-LES system later in the year. Personnel taking advantage of the E-LES system will be able to view their statements earlier, and they will be able to view the last three pay periods on line. E-LES, *when implemented*, will be accessible through the Internet at <https://emss.dfas.mil> or <http://www.dfas.mil/emss>.

NAVOP 008/00 ANNOUNCED TWO IMPORTANT CHANGES. The requirement to maintain individual officer field service records (OFSR) is eliminated for active duty officers, effective 1 SEP 2000. NPC-03 will promulgate procedures no later than 31 AUG 2000 for maintenance of the few critical forms (e.g., page 2 and SGLI Designation form) currently in the OFSR. OFSR will still be maintained for reserve officers in a drilling status. These requirements will be promulgated upon receipt. The Navy Sponsor and Indoctrination programs have been consolidated into a single process addressing sailor needs from the time they are issued orders until they report to their new commands. A new consolidated instruction (OPNAVINST 1740.3A), providing guidance without prescriptive requirements and increasing emphasis on detaching command responsibilities, was promulgated 2

JUN 2000. This instruction cancels and supercedes the Navy Sponsor Program (OPNAVINST 1740.3) and Navy Indoctrination Program (OPNAVINST 5351.1). Additionally, all PCS orders are now transmitted via message to ensure timeliness of receipt.

OFFICER TRANSFER-REDESIGNATION AND AUGMENTATION BOARD. NAVADMIN 188/00 refers. This NAVADMIN provides notice of the transfer-redesignation and augmentation board convening 16 OCT 2000, and solicits applications. Redesignation Board applications must be postmarked no later than 18 August 2000. Qualified unrestricted line, restricted line, and staff corps officers may apply for redesignation, lateral transfer, and augmentation. Offering lateral transfer opportunities improves retention and is one of the primary means of accessing high quality officers needed to man our specialized restricted line and staff corps communities. Additional eligibility requirements, quotas and timeframes are contained in the NAVADMIN 188/00.

ASSOCIATION OF NAVAL SERVICES OFFICERS (ANSO) CONFERENCE. The Association of Naval Services (ANSO) will hold its nineteenth annual national conference 13-15 SEP 2000 at the U.S. Naval Academy in Annapolis, Maryland. This year's conference theme is "Honoring the Strength of our Past, Embracing the Promise of a New Millennium". ANSO's primary objective is to advance recruitment, retention, and career development of Hispanic and other minority officers in Navy, Marine Corps, and Coast Guard. Further information and conference details are contained in NAVADMIN 187/00.

FITNESS REPORTS AND COUNSELING. Reminder that CDR/O-5 Active/TAR/Inactive fitness reports are due 31 August. Mid-term counseling for LTjg/O-2 should be performed in August.

JAG NOTE. Adverse matters in Officer Fitness Reports and Enlisted Performance Evaluation Reports. If an adverse matter appears on a fitness report of an officer of the Navy and Marine Corps, or in a performance evaluation of an enlisted member of the Navy or Marine Corps, or in related correspondence, the report or correspondence may not be placed in the official record unless the member reported on was first afforded an opportunity to submit a written statement regarding the matter. Any statement submitted by the member shall comply with the regulations prescribed by the Chief of Naval Personnel or the Commandant of the Marine Corps, as appropriate, and shall be couched in temperate language and limited to pertinent facts, and shall not question or impugn the motives of another person. If the person reported on does not desire to make a statement, that person shall so state in writing. Any questions may be directed to Ms. Chastity Dyson at 757-0585, located in Bldg 2272, Room 542.

FAMILY SERVICE CENTER UPCOMING SEMINARS/WORKSHOPS. The seminars/workshops are open to active duty, retired military personnel and their family members, and DOD Civil Service employees and their spouses. There is no charge; however, reservations are necessary, as seating is limited. Also, FSC will bring professional/general development training to your organization that meets your needs, whenever you need them. Please call FSC at 342-4911 for reservations or for more information.

For further information see the monthly newsletter or visit the FSC web site at

<http://www.nawcad.navy.mil/fsc>.

Child Care: Reimbursement for E-1 through E-5 is available for workshops. Parents must pick up the necessary paperwork prior to the event.

Retired Activities - Monday-Friday from 1515-1700
Playgroup - Every Thursday from 1130-1230

Veterans' Benefits Representative - 0800-1500, 3 Aug
0800-1100, 10 Aug

Transitions Assistance Program - 0800-1600, 7-11 Aug

Prenatal Series - 1400-1500, 8 Aug

Employment Prep - 1300-1500, 8 Aug

It's Your Move - 1500-1630, 10 Aug
Aug

Women's Health Talk - 1100-1300, 10 Aug

Why Should I Hire You? - 1000-1200, 11 Aug

Employers Showcase - 1100-1300, 14 Aug

Welcome Guide to Patuxent River - 0900-1200, 16 Aug

Anger Management - Every Wednesday from 1400-1500
Movie Night - 1800-2000, Tuesdays, through 29 Aug
Kids Fitting In - 0900-1100, 3 Aug

Cholesterol Watch - 0930-1100, 7 Aug

Navy Family Ombudsman Program - 0700-0900, 8 Aug

Humor Risk and Change - 1900-2100, 8 Aug

Money Management Workshop - 0930-1030, 9 Aug

Marketing Yourself for a Second Career - 1300-1500, 10 Aug

Veterans' Benefits Representative - 0800-1100, 10 Aug

Breast Feeding Basics - 1000-1400, 12 Aug

Cleaning and Clearing Base Housing - 1300-1400, 14 Aug

WATCH BILL

DAY OF WEEK	DATE	CDO	SUPERNUMERARY
WEDNESDAY	2 AUG 00	TBA	TBA
THURSDAY	3 AUG 00	TBA	TBA
FRIDAY	4 AUG 00	TBA	TBA

SATURDAY	5	AUG	00	TBA	TBA
SUNDAY	6	AUG	00	TBA	TBA
MONDAY	7	AUG	00	TBA	TBA
TUESDAY	8	AUG	00	TBA	TBA
WEDNESDAY	9	AGU	00	TBA	TBA

K. J. GARBE
Director, Military Support Services